

REGISTERED COMPANY NUMBER: 02665296 (England and Wales)
REGISTERED CHARITY NUMBER: 1021036

HEADWAY SWINDON AND DISTRICT

**UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED
31 DECEMBER 2022**

HEADWAY SWINDON AND DISTRICT
CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

	Page
Report of the Trustees	1 to 7
Independent Examiner's Report	8
Statement of Financial Activities	9
Statement of Financial Position	10 to 11
Notes to the Financial Statements	12 to 20
Detailed Statement of Financial Activities	21 to 22

HEADWAY SWINDON AND DISTRICT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 December 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The charity's purpose is set out in the objects set out in its governing documents:

- 1) To relieve persons resident in Swindon, Wiltshire and the surrounding area who have suffered head injury or brain damage through illness or accident.
- 2) To assist their families including co-habitees and dependents of such persons who are in need as is charitable in law.

We review our objectives, aims and activities on an annual basis. Our aims remain as follows:

Headway Swindon is committed to making a positive change in the lives of people with a brain injury, their families and their carers by providing help, information and ongoing support.

We listen to those with brain injuries to find out what's important to them and then provide a tailored Cognitive Rehabilitation Therapy programme of tasks and activities to help them achieve their goals.

At Headway Swindon, people with brain injuries come first and are valued and respected. We are committed to helping each and every one reach their full potential so that they can be themselves and live as independent lives as possible.

We believe that all brain injuries matter - no injury is too slight to ignore or too severe to lose hope. Everyone recovers at their own pace and some people can continue to develop new pathways in their brain for many years after injury.

Headway Swindon is committed to raising public and professional awareness of acquired brain injury and the needs of people with brain injuries, their families and their carers.

Our vision is to be recognised as the regional centre of excellence for cognitive rehabilitation offering the latest techniques and programmes available to maximise independence and quality of life, whilst offering a full programme of support and information to carers and families of brain injury survivors.

The charity receives fees from local authorities towards the costs of the charity's services provided to service users. Fees are also received from private users and the NHS. The remaining costs of the charity are met by income generated by grants and from fundraising and donations.

How we deliver our objectives and aims

The charity is principally engaged in the provision of a day care centre providing cognitive and social rehabilitation and support for clients with brain injuries, and their families and carers. The centre is run at Avocet House, The Dorcan Centre, Swindon this is also the registered office of the charity.

Main focus for the year

The main focus for 2022 was to work with Swindon Borough Council, the newly formed Integrated Care Board, and other key stakeholders on a 2-year pilot project regarding Brain Injury services in Swindon that started in July 2022. The intention of the project is to form the basis of a new tender for Brain Injury services that will go to tender early in 2024. Regular meetings were planned to input into the specification, overcome issues and track progress.

In conjunction with this work we planned to look at the service we are currently offering and investigate and test new ways of working. Key to this is the ability to demonstrate the difference that we are making to people's lives and to the wider community. We aimed to work towards an evidence based, outcomes focused, way of working using our CRM database to capture the results.

We planned to increase our focus on fundraising, particularly from community grants to decrease our dependency on local authority funding.

HEADWAY SWINDON AND DISTRICT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022

OBJECTIVES AND ACTIVITIES

Who used and benefited from our services?

The majority of clients who attended the Headway Swindon centre in 2022 live in Swindon 66, with 14 resident in North Wiltshire, and 2 in Oxfordshire. 38% of our attendees were female, a gradual increase from previous years, and reflecting national statistics on brain injury. Our service is available to all adults, with 2022 attendees' ages ranging from 25-84, and is based on an initial assessment where we gather information about their injury and how it affects them to ensure we can help the individual and that they feel comfortable in our environment.

Equal access for all people is very important for us and we take care to make everyone welcome, irrespective of protected characteristics. We welcome diversity within our staff team, volunteers and attendees, and strive to reach all communities. The specialist requirements for assisting children preclude the charity from providing services to children with brain injury under the age of sixteen.

We are very conscious that brain injury does not only affect the individuals who attend our centre, it can also have a major impact on their families, friends and carers. We provide advice and support, through our helpline or in person, and have a resource centre full of information to help people understand the effects of brain injury.

Public benefit

The public benefit provided by the charity is the provision of information, services and support to people with a brain injury, and their families and carers, who live in Swindon and the surrounding areas including Wiltshire, Gloucestershire, Oxfordshire and Berkshire. The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the charity's aims and objectives and in planning future activities and are satisfied that the public benefit requirements are fully met. There are no private benefits made available to the charity's Trustees.

HEADWAY SWINDON AND DISTRICT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Operational Statistics

The total number of clients that were funded for help from our service throughout the year was 82, down from 96 in 2021. Client numbers decreased from 72 in the first quarter to 59 by the end of the year. This was due to our success in helping clients to move on from the service, and a lack of new referrals coming in from health and social care as a result of changes to eligibility.

Client Activities

In 2022 our centre returned to our traditional opening hours with clients attending for full days, with only 1 client wanting to continue with virtual services.

We provided 43 sessions per week, ranging from one-to-one support to up to 8 clients per group. The service operated around 12-week sessions, focused on specific outcomes for the attendees. These included:

- Health and Well-being - including arts and crafts sessions, physical activities, mindfulness, animal therapy
- Effective communication techniques
- Speech and Language
- Building confidence
- Social skills and behaviours
- How to stay safe
- Fine Motor Skills
- Nutrition, food hygiene, planning and cooking
- Cognitive skills including literacy, numeracy, memory, attention/focus
- Woodwork
- Volunteering and Learning - including a bespoke course to learn about how the brain functions and the impact of an injury, and sessions on diabetes management
- " Community engagement and moving forward from Headway

Fundraising activities took place to pay for materials and other expenses needed to run these sessions.

Each attendee has a keyworker with whom they agree their goals and outcomes, in line with their person-centred plans, for the following 12-weeks and progress is monitored.

We also supported a small group of people who had historical or current challenges around substance misuse. They worked on the impact of alcohol on the body, on their relationships, and we partnered with Turning Point to help people understand how to detox safely.

With the help of the attendees, we created a dedicated tranquillity room where people can relax and talk about things that are concerning them. The majority of people with a brain injury will also experience increased anxiety, stress, and low mood. This space is being used for individual and group sessions on mindfulness, identifying and expressing emotions, coping strategies and relaxation to improve mental well-being. This project was funded by a grant from Scottish Power and we are really grateful for their support.

We continued to provide calls to clients, and their families, when needed and especially if we had not heard from them recently to check on their well-being. We were able to support some people with advice regarding the benefits system, and to manage their personal finances and budgeting, and to support medical appointments.

Our work was supported by a number of regular volunteers and we also offered work experience to support local students to complete T-levels and City & Guilds qualifications.

HEADWAY SWINDON AND DISTRICT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022

FINANCIAL REVIEW

Financial position

Operational Income

The majority of our income comes from the daily rate that we charge clients to attend the centre, the majority of whom are supported by social services. We also receive an annual grant of £32,200 from Swindon Borough Council (SBC) towards the infrastructure that is required to support all Swindon residents.

We continued to be supported by SBC to receive additional funds to be used for infection control, to support rapid testing and vaccination to keep us all safe, and to recruit and retain staff. We would like to thank the Council for their support during this challenging time.

Despite the decrease in client numbers during the year, after an increase in the first quarter, our operational income increased very slightly to £263,807 vs £261,115 in 2021.

Fundraising

Grant income increased from £53,326 to £65,006. This was primarily as a result of a £40,000 award from Scottish Power for our project "One Step at a time out of Mental Health". We would like to pass on our heartfelt thanks on behalf of our clients for the difference that this project made to them.

Our income from donations and fundraising events reduced slightly from £18,440 to £17,302, which reflects the challenges around raising money as organisations recovered from the pandemic.

As always, the Trustees are very grateful to those who support Headway Swindon & District in work that is widely acknowledged to be necessary. Donations make all the difference to our clients.

Operational costs

Expenditure increased from £368,057 to £389,491. Our largest expense is staffing costs which increased from £263,934 to £278,494 as a result of wage increases and additional investment in training.

The rent will be subject to a 5-year rent review, next due in October 2025, in line with local market rates. The expected cost for building dilapidations are being written off over 10 years.

Performance review

The financial outcome for the year was a deficit of £ 6,742. This was due to a reduction in the number of people using the service, both as a result of our success in helping people move on to independence and also due to a lower number of referrals from health and social care professionals.

Reserves policy

Reserves are reviewed periodically to ensure that, as far as possible, they are maintained at a level that will enable the service to continue for a period of approximately twelve months following a cessation or diminution of current income. The reserves policy also considers the financial commitment arising from the terms of the lease that Headway Swindon and District has entered into in respect of its new premises. Reserves also need to be built so that if we cannot stay and refurbish our current premises at lease end in 2030 the charity will have sufficient reserves to fund another move and refurbishment project. £80,000 has been set aside so far towards refurbishment, repairs and/or dilapidations costs. Reserves in 2022 meet the reserves policy of 12 months operational cost, however we agree our service charge (including utility bills) in advance with our landlord and are therefore anticipating an increase in energy costs in 2023 as a result of the cost of living crisis.

HEADWAY SWINDON AND DISTRICT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022

FUTURE PLANS

Our focus for 2023 is to continue to work with Swindon Borough Council, and our NHS commissioner, to understand the need for brain injury services in Swindon and the part that Headway Swindon can plan in meeting those needs. A key part of this is to provide data to prove the need and effectiveness of services. We are introducing the use of tools such as the BINI (brain injury needs indicator) and QUOLIBRI (quality of life after brain injury), together with our own notes from sessions and reviews. These will enable us to produce reports about each individual, their goals and outcomes, the sessions they have attended and the difference this has made to them.

We are also planning to launch a hospital liaison service based at the Great Western Hospital. The purpose is to give support to both patients and families who have been affected by brain injury. We have a range of information leaflets and booklets, and a wealth of experience that will enable us to give advice and also to signpost to other organisations. Initially starting with fortnightly sessions, we hope to attract funding to develop this programme.

We recognise the challenges facing families and carers and are looking at the viability of offering drop in sessions, with a focus around learning about a specific aspect of brain injury, to anyone affected. These would take place during the day at our centre so that we can also offer the opportunity for those being cared for to join in one of our daily sessions.

We plan to increase our focus on fundraising, particularly from community grants to decrease our dependency on local authority funding.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Headway Swindon is a company limited by guarantee (number 2665296), incorporated in November 1991, and registered as a charity (number 1021036) in May 1993. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In event of the company being wound up members are required to contribute an amount not exceeding £1.

Recruitment and appointment of new trustees

Recruitment and appointment of the Management Committee

The directors of the company are also charity trustees for the purpose of charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General Meeting.

All members of the Management Committee give their time voluntarily and receive no benefits from the charity.

In 2022 Ian Reynolds, Neil Sharland and Stuart Brazington retired and were re-elected to the committee. Leah L'Estrange was also elected as a new trustee.

The trustees undertake a skills audit to ensure that collectively they have sufficient expertise and experience to ensure the charity is managed effectively.

Trustees are familiar with the practical work of the charity having been encouraged to spend time in the centre interacting with clients and staff. Trustees are encouraged to attend courses offered by organisations such as Voluntary Action Swindon and Wiltshire Community Foundation, and to read the Charity Commission's guide "The Essential Trustee".

HEADWAY SWINDON AND DISTRICT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

Headway Swindon is affiliated to Headway the brain injury association, a registered charity (number 1025852).

Headway Swindon has a Management Committee of 4 members who meet every 3 months and are responsible for the strategic direction and financial oversight of the charity. A finance sub-committee of trustees plus the Chief Executive Officer meet as and when appropriate (a minimum of twice a year).

A scheme of delegation is in place and day to day responsibility for the provision of the services rests with the Chief Executive Officer together with the Operations Manager. The Chief Executive Officer is responsible for ensuring that charity delivers the services specified, key performance indicators are met and requirements of funders are fulfilled. They manage the staff team and ensure adequate training and development opportunities are provided. The Operations Manager supports the day to day operation of the centre and look at the introduction of new grant funded projects and services.

Related parties

Headway Swindon and District has no related parties transactions.

Risk management

The Management Committee, together with the Chief Executive, have established a risk register for the charity that is reviewed at least annually. Where possible systems or procedures have been established to mitigate these risks. Procedures are in place to ensure compliance with Health and Safety of staff, volunteers, clients and visitors to the centre. Adherence to the Headway UK Governance and Service Standards, audited annually, ensures that we consistently deliver a quality service.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

02665296 (England and Wales)

Registered Charity number

1021036

Registered office

Ground Floor, Avocet House
The Dorcan Complex, Faraday Road
Dorcan
SWINDON
Wiltshire
SN3 5HQ

Trustees

The trustees serving during the year and since the year end were as follows:

Mr I J M Reynolds
Mr S Brazington
Mr D Green
Mr N Sharland
Ms L L'Estrange (Appointed on 14 September 2022, resigned on 1 August 2023)

Company Secretary

Mr D Green

Independent Examiner

Morris Owen
Chartered Accountants
43-45 Devizes Road
SWINDON
Wiltshire
SN1 4BG

HEADWAY SWINDON AND DISTRICT
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 DECEMBER 2022

REFERENCE AND ADMINISTRATIVE DETAILS

Bankers

CAF Bank Ltd
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4JQ

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by order of the board of trustees on 4 September 2023 and signed on its behalf by:

DocuSigned by:

34F00357802A431
Mr S Brazington - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
HEADWAY SWINDON AND DISTRICT**

Independent examiner's report to the trustees of Headway Swindon and District ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2022.

Responsibilities and basis of report

As the charity's trustees of the Company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under Section 145(5) (b) of the 2011 Act.

Independent examiner's statement

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a member of the Association of Chartered Certified Accountants, which is one of the listed bodies.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by Section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of Section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities (applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

I. Sumbler

Mr I Sumbler FCCA

Morris Owen
Chartered Accountants
43-45 Devizes Road
SWINDON
Wiltshire
SN1 4BG

Date: *4.9.2023*

HEADWAY SWINDON AND DISTRICT
STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		9,994	-	9,994	13,571
Charitable activities	5				
Charitable Community		310,780	53,567	364,347	315,189
Covid-19 Grants		-	-	-	32,999
Fundraising activities	3	7,303	-	7,303	4,870
Investment income	4	1,110	-	1,110	25
Total		329,187	53,567	382,754	366,654
EXPENDITURE ON					
Charitable activities					
Charitable Community		331,383	58,113	389,496	368,057
NET INCOME/(EXPENDITURE)					
Transfers between funds	17	(2,196) (1,384)	(4,546) 1,384	(6,742) -	(1,403) -
Net movement in funds		(3,580)	(3,162)	(6,742)	(1,403)
RECONCILIATION OF FUNDS					
Total funds brought forward		369,401	16,029	385,430	386,833
TOTAL FUNDS CARRIED FORWARD		365,821	12,867	378,688	385,430

The notes form part of these financial statements

HEADWAY SWINDON AND DISTRICT

STATEMENT OF FINANCIAL POSITION 31 DECEMBER 2022

	Notes	Unrestricted funds £	Restricted funds £	2022 Total funds £	2021 Total funds £
FIXED ASSETS					
Intangible assets	11	2,140	4,350	6,490	7,921
Tangible assets	12	115,810	8,517	124,327	136,241
		<u>117,950</u>	<u>12,867</u>	<u>130,817</u>	144,162
CURRENT ASSETS					
Debtors	13	37,564	-	37,564	37,508
Cash at bank and in hand		304,300	-	304,300	292,516
		<u>341,864</u>	<u>-</u>	<u>341,864</u>	330,024
CREDITORS					
Amounts falling due within one year	14	(13,993)	-	(13,993)	(8,756)
NET CURRENT ASSETS		<u>327,871</u>	<u>-</u>	<u>327,871</u>	321,268
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>445,821</u>	<u>12,867</u>	<u>458,688</u>	465,430
PROVISIONS FOR LIABILITIES	16	(80,000)	-	(80,000)	(80,000)
NET ASSETS		<u>365,821</u>	<u>12,867</u>	<u>378,688</u>	385,430
FUNDS	17				
Unrestricted funds				365,821	369,401
Restricted funds				12,867	16,029
TOTAL FUNDS				<u>378,688</u>	385,430

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2022.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2022 in accordance with Section 476 of the Companies Act 2006.


The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

HEADWAY SWINDON AND DISTRICT
STATEMENT OF FINANCIAL POSITION - continued
31 DECEMBER 2022

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on
4 September 2023 and were signed on its behalf by:

DocuSigned by:

.....
Mr S Brazington - Trustee

HEADWAY SWINDON AND DISTRICT
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2022

1. CHARITY INFORMATION

The charity is incorporated, limited by guarantee and registered at the Charity Commission for England & Wales.

The registered office is Avocet House, The Dorcan Complex, Faraday Road, Swindon, SN3 5HQ.

These financial statements are presented in British Pounds (GBP), which is the charity's functional and presentational currency.

2. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charitable company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- Over the term of the lease
Fixtures and fittings	- 15% on reducing balance
Computer equipment	- 25% on cost

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

HEADWAY SWINDON AND DISTRICT
NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022

2. ACCOUNTING POLICIES - continued

Fund accounting

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Pension costs and other post-retirement benefits

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

3. FUNDRAISING ACTIVITIES

	2022	2021
	£	£
Fundraising events	<u>7,305</u>	<u>4,870</u>

4. INVESTMENT INCOME

	2022	2021
	£	£
Deposit account interest	<u>1,110</u>	<u>25</u>

5. INCOME FROM CHARITABLE ACTIVITIES

		2022	2021
	Activity	£	£
Client funding	Charitable Community	263,807	261,115
Daily client contributions	Charitable Community	3,333	1,547
Contract payment	Charitable Community	32,200	32,200
Grants	Charitable Community	65,006	20,327
Grants	Covid-19 Grants	-	32,999
		<u>364,346</u>	<u>348,188</u>

Grants received, included in the above, are as follows:

	2022	2021
	£	£
Local authority services	<u>65,006</u>	<u>53,326</u>

6. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	2022	2021
	£	£
Depreciation - owned assets	17,695	4,911
Deficit on disposal of fixed assets	1,104	-
Computer software amortisation	<u>2,815</u>	<u>2,237</u>

HEADWAY SWINDON AND DISTRICT

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2022

7. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st December 2021 nor for the year ended 31st December 2020

8. STAFF COSTS

The average monthly number of employees during the year was as follows:

	2022 14	2021 15
Charitable activities		

No employees received emoluments in excess of £60,000.

No employees received a salary in excess of £60,000.

9. INDEPENDENT EXAMINERS FEES

	2022 £	2021 £
Statutory accounts production & external scrutiny	2,154	1,890
	<u>2,154</u>	<u>1,890</u>

10. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	13,571	-	13,571
Charitable activities			
Charitable Community	266,009	49,180	315,189
Covid-19 Grants	32,999	-	32,999
Fundraising activities	4,870	-	4,870
Investment income	25	-	25
Total	<u>317,474</u>	<u>49,180</u>	<u>366,654</u>
EXPENDITURE ON			
Charitable activities			
Charitable Community	318,134	49,923	368,057
NET INCOME/(EXPENDITURE)	(657)	(746)	(1,403)
RECONCILIATION OF FUNDS			
Total funds brought forward	370,061	16,772	386,833
TOTAL FUNDS CARRIED FORWARD	<u>369,401</u>	<u>16,029</u>	<u>385,430</u>

HEADWAY SWINDON AND DISTRICT

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2022

11. INTANGIBLE FIXED ASSETS

	Computer software £
COST	
At 1 January 2022	10,760
Additions	1,384
At 31 December 2022	12,144
AMORTISATION	
At 1 January 2022	2,839
Charge for year	2,815
At 31 December 2022	5,654
NET BOOK VALUE	
At 31 December 2022	6,490
At 31 December 2021	7,921

12. TANGIBLE FIXED ASSETS

	Improvements to property £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 January 2022	169,881	23,009	22,834	215,724
Additions	-	6,655	230	6,885
Disposals	-	(1,669)	(1,777)	(3,446)
At 31 December 2022	169,881	27,995	21,287	219,163
DEPRECIATION				
At 1 January 2022	52,000	11,593	15,890	79,483
Charge for year	13,250	1,967	2,478	17,695
Eliminated on disposal	-	(1,452)	(890)	(2,342)
At 31 December 2022	65,250	12,108	17,478	94,836
NET BOOK VALUE				
At 31 December 2022	104,631	15,887	3,809	124,327
At 31 December 2021	117,881	11,416	6,944	136,241

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022 £	2021 £
Other debtors	19,189	20,042
Prepayments and accrued income	18,375	17,466
	37,564	37,508

HEADWAY SWINDON AND DISTRICT

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2022

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2022	2021
	£	£
Trade creditors	4,562	3,179
Social security and other taxes	3,959	3,613
Other creditors	3,305	-
Accruals and deferred income	2,167	1,964
	<u>13,993</u>	<u>8,756</u>

15. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2022	2021
	£	£
Within one year	31,660	31,660
Between one and five years	126,640	126,640
In more than five years	92,339	123,998
	<u>250,639</u>	<u>282,298</u>

16. PROVISIONS FOR LIABILITIES

Dilapidations

No further provision of has been made in the year, leaving the total provision as at 31 December 2022 as £60,000. This is to reflect the need for a dilapidations provision on the premises at Faraday Road Dorcan to be built up over 10 years.

Redecoration

No further provision of has been made in the year, leaving the total provision as at 31 December 2022 as £12,000. This is to reflect the need to carry out decoration and replacement floor covering throughout the facility before the end of the lease term. This is in addition to any dilapidation costs that might also be incurred, and this is being built up over the same time frame.

Roof Repairs

It is anticipated that there will be a pro rata share of roof repairs likely to be required before the end of the lease term. A provision of £8,000 was made in 2017 in full to reflect the potential liability arising.

HEADWAY SWINDON AND DISTRICT

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2022

17. MOVEMENT IN FUNDS

	At 1.1.22 £	Net movement in funds £	Transfers between funds £	At 31.12.22 £
Unrestricted funds				
General fund	369,401	(2,196)	(1,384)	365,821
Restricted funds				
Respite Care	490	(490)	-	-
Big Lottery Fund	171	(86)	-	85
Wiltshire Community Foundation	4,102	(2,021)	-	2,081
Co-op Community Grant 2017	915	(137)	-	778
National Lottery Cook Book 2019	281	(106)	-	175
SBC Infection Control Grant	3,894	(3,894)	-	-
National Lottery Community Fund	2,176	(635)	-	1,541
WCF Salesforce Fund	4,000	(1,558)	1,384	3,826
Scottish Power Foundation 2022 - Mental Health	-	4,381	-	4,381
	<u>16,029</u>	<u>(4,546)</u>	<u>1,384</u>	<u>12,867</u>
TOTAL FUNDS	<u>385,430</u>	<u>(6,742)</u>	<u>-</u>	<u>378,688</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	329,187	(331,383)	(2,196)
Restricted funds			
Respite Care	-	(490)	(490)
Big Lottery Fund	-	(86)	(86)
Wiltshire Community Foundation	-	(2,021)	(2,021)
Co-op Community Grant 2017	-	(137)	(137)
National Lottery Cook Book 2019	-	(106)	(106)
SBC Infection Control Grant	6,665	(10,559)	(3,894)
National Lottery Community Fund	-	(635)	(635)
Rapid Test Fund	1,166	(1,166)	-
WCF Salesforce Fund	-	(1,558)	(1,558)
Scottish Power Foundation 2022 - Mental Health	40,000	(35,619)	4,381
Vaccines Funding	777	(777)	-
Workforce Retention and Recruitment	4,959	(4,959)	-
	<u>53,567</u>	<u>(58,113)</u>	<u>(4,546)</u>
TOTAL FUNDS	<u>382,754</u>	<u>(389,496)</u>	<u>(6,742)</u>

HEADWAY SWINDON AND DISTRICT

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2022

17. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.1.21 £	Net movement in funds £	At 31.12.21 £
Unrestricted funds			
General fund	370,061	(660)	369,401
Restricted funds			
Respite Care	490	-	490
Big Lottery Fund	201	(30)	171
Wiltshire Community Foundation	5,383	(1,281)	4,102
Co-op Community Grant 2017	1,077	(162)	915
National Lottery Cook Book 2019	5,831	(5,550)	281
SBC Infection Control Grant	-	3,894	3,894
National Lottery Community Fund	3,790	(1,614)	2,176
WCF Salesforce Fund	-	4,000	4,000
	<u>16,772</u>	<u>(743)</u>	<u>16,029</u>
TOTAL FUNDS	<u>386,833</u>	<u>(1,403)</u>	<u>385,430</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	317,474	(318,134)	(659)
Restricted funds			
Big Lottery Fund	-	(30)	(30)
Wiltshire Community Foundation	-	(1,281)	(1,281)
Co-op Community Grant 2017	-	(162)	(162)
National Lottery Cook Book 2019	-	(5,550)	(5,551)
SBC Infection Control Grant	20,550	(16,656)	3,894
National Lottery Community Fund	-	(1,614)	(1,614)
Community Outbreak Fund	8,630	(8,630)	-
Rapid Test Fund	15,000	(15,000)	-
WCF Salesforce Fund	5,000	(1,000)	4,000
	<u>49,180</u>	<u>(49,923)</u>	<u>(743)</u>
TOTAL FUNDS	<u>366,654</u>	<u>(368,057)</u>	<u>(1,403)</u>

HEADWAY SWINDON AND DISTRICT

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2022

17. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.21 £	Net movement in funds £	Transfers between funds £	At 31.12.22 £
Unrestricted funds				
General fund	370,061	(2,856)	(1,384)	365,821
Restricted funds				
Respite Care	490	(490)	-	-
Big Lottery Fund	201	(116)	-	85
Wiltshire Community Foundation	5,383	(3,302)	-	2,081
Co-op Community Grant 2017	1,077	(299)	-	778
National Lottery Cook Book 2019	5,831	(5,656)	-	175
National Lottery Community Fund	3,790	(2,249)	-	1,541
WCF Salesforce Fund	-	2,442	1,384	3,826
Scottish Power Foundation 2022 - Mental Health	-	4,381	-	4,381
	<u>16,772</u>	<u>(5,289)</u>	<u>1,384</u>	<u>12,867</u>
TOTAL FUNDS	<u>386,833</u>	<u>(8,145)</u>	<u>-</u>	<u>378,688</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	646,661	(649,517)	(2,856)
Restricted funds			
Respite Care	-	(490)	(490)
Big Lottery Fund	-	(116)	(116)
Wiltshire Community Foundation	-	(3,302)	(3,302)
Co-op Community Grant 2017	-	(299)	(299)
National Lottery Cook Book 2019	-	(5,656)	(5,657)
SBC Infection Control Grant	27,215	(27,215)	-
National Lottery Community Fund	-	(2,249)	(2,249)
Community Outbreak Fund	8,630	(8,630)	-
Rapid Test Fund	16,166	(16,166)	-
WCF Salesforce Fund	5,000	(2,558)	2,442
Scottish Power Foundation 2022 - Mental Health	40,000	(35,619)	4,381
Vaccines Funding	777	(777)	-
Workforce Retention and Recruitment	4,959	(4,959)	-
	<u>102,747</u>	<u>(108,036)</u>	<u>(5,289)</u>
TOTAL FUNDS	<u>749,408</u>	<u>(757,553)</u>	<u>(8,145)</u>

HEADWAY SWINDON AND DISTRICT

NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 DECEMBER 2022

17. MOVEMENT IN FUNDS - continued

Fund name	Purpose and restriction
Respite care	To provide respite for those suffering from brain injuries, and their families and carers, at the trustees' discretion.
Big Lottery Fund	To provide therapeutic activities. This figure represents remaining IT asset value.
Wiltshire Community Foundation	To provide an occupational therapist service and related equipment for the centre. The reported figure represents remaining asset value
Co-op Community Grant	To provide chairs for clients to use in the main centre. The reported figure represents remaining asset value.
National Lottery Cook Book 2019	To design and produce a cook book that is specifically tailored for brain injury survivors. This includes investment in a laptop.
Community Outbreak Fund	To reduce inequalities affecting COVID-19 safety and infection management in Swindon and to encourage and support COVID-19 safe behaviours and vaccine take up.
Rapid Test Fund	To pay for costs associated with training and carrying out lateral flow testing
WCF Salesforce	To invest in further development of a CRM database to reflect changes to the service as a result of the pandemic
Scottish Power Foundation 2022 - Mental Health	To provide a mindfulness room and mindfulness sessions for clients
Vaccines Funding	Reimbursing staff for costs associated with getting vaccine
Workforce Retention and Recruitment	Training of staff in the centre

Transfers between funds

The transfer between funds relates to monies moved from unrestricted funds to restricted funds to cover additional expenses incurred in the restricted funds.

18. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 December 2022.

19. COMPANY LIMITED BY GUARANTEE

The company is limited by the guarantee of the members. The liability of the members is limited to £1 upon the winding up of the company.

HEADWAY SWINDON AND DISTRICT
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2022

	2022 £	2021 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	9,994	13,571
Fundraising activities		
Fundraising events	7,305	4,870
Investment income		
Deposit account interest	1,110	25
Charitable activities		
Client funding	263,807	261,115
Daily client contributions	3,333	1,547
Contract payment	32,200	32,200
Grants	65,006	53,326
	364,346	348,188
Total incoming resources	382,755	366,654
EXPENDITURE		
Charitable activities		
Wages	248,758	217,816
Social security	12,278	9,545
Pensions	11,187	10,733
Activities and special events	3,671	7,649
Cleaning	4,637	6,056
	280,531	251,799
Support costs		
Management		
Training costs	2,848	1,241
Finance		
Bank charges	176	201
Bad debts	(449)	449
Amortisation of intangible fixed assets	3,239	1,237
Depreciation of tangible fixed assets	17,267	5,911
Loss on sale of tangible fixed assets	1,104	-
	21,337	7,798
Governance costs		
Insurance	3,876	3,184
Telephone	2,013	2,318
Postage and stationery	4,073	6,443
Sundries	235	187
Accountancy fees	2,154	1,890
Legal fees	2,437	3,861
Carried forward	14,788	17,883

This page does not form part of the statutory financial statements

HEADWAY SWINDON AND DISTRICT
DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2022

	2022 £	2021 £
Governance costs		
Brought forward	14,788	17,883
Publications	15	57
Rent and service charge	58,196	54,283
Repairs and maintenance	1,740	2,084
Computer costs	270	858
Travel and subsistence	45	41
Agency staff	-	21,480
Other staff expenses	3,428	3,078
Centre costs	4,499	6,397
Subscriptions	1,800	1,058
	84,781	107,219
Total resources expended	389,497	368,057
Net expenditure	(6,742)	(1,403)

This page does not form part of the statutory financial statements